

Voucher Invoice Numbers – Please use in GEARS, the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardization to create an invoice number.

Standardization: Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters. Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN.